

18. Write an essay on the stages of the interview process, from pre-interview preparation to post-interview?
19. Discuss the importance of self-management in achieving personal and professional success,
20. Enumerate the key principles of effective team management and their significance in achieving organizational success.

APRIL/MAY 2024

**23PSEN26 — EMPLOYABILITY SKILLS  
(SEC I)**

Time : Three hours

Maximum : 75 marks

**SECTION A — (10 × 2 = 20 marks)**

Answer ALL questions.

Why are communication skills important?

List out some examples of informal communication channels.

3. Mention some common greetings used in your culture.
4. What are some polite ways to decline invitations or requests?
5. What methods do you use to set measurable and achievable goals?
6. Have you highlight your key achievements and contributions in each role?
7. How do you prioritize tasks and manage your time effectively?





8. How do you determine which tasks are most important and urgent?
9. Can you provide examples of how you adapt your communication style to different audiences or situations?
10. Explain the role of critical thinking in your problem-solving process.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions.

11. (a) How can poor communication skills hinder professional growth and development?

Or

- (b) Distinguish formal communication from informal communication.

12. (a) Can you give an example of a memorable self-introduction you've experienced or given?

Or

- (b) How do you adjust your questioning technique based on the context or audience?

13. (a) What industry are you targeting for your job search?

Or

- (b) Give a short note on the different stages typically involved in the interview process.

14. (a) What techniques do you use for self-reflection and continuous improvement?

Or

- (b) Can you describe your process for creating and sticking to a daily schedule?

15. (a) How do you handle conflicts that arise in workplace communication?

Or

- (b) Examine the role of data and evidence in one's decision-making process.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the importance of communication skills in education.
17. Analyze the role of body language and nonverbal cues in greetings.